














Chapter 12

Harvard Graphics 2.0 for Windows

Harvard Graphics 2.0 for Windows is a graphics program that enables users to create simple business presentations. Using Harvard Graphics, you can produce the following types of slides:

	Title		Horizontal Bar		High/Low/Close
	Bullet		Vertical Bar		Scatter
	Table		Line		Organization
	Pie		Area		

Accessing Harvard Graphics

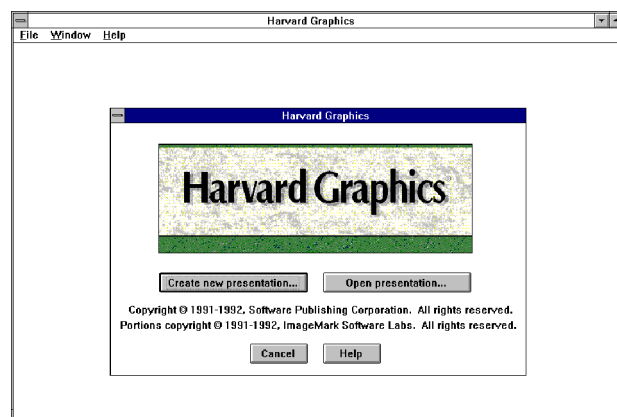
To access Harvard Graphics from Program Manager:

1. Double-click on the Harvard Graphics group icon.
2. Double-click on the Harvard Graphics program-item icon.



Harvard Graphics opens a window containing a dialog box.

Harvard Graphics
window



Exploring the Window

The section describes the parts of the Harvard Graphics window at startup.

The Title Bar

The *title bar* is located along the top of the Harvard Graphics window and displays the name of the application.

The Menu Bar

The *menu bar* is located below the title bar and displays the menu names. The menus contain the commands used in Harvard Graphics.

The Startup Dialog Box

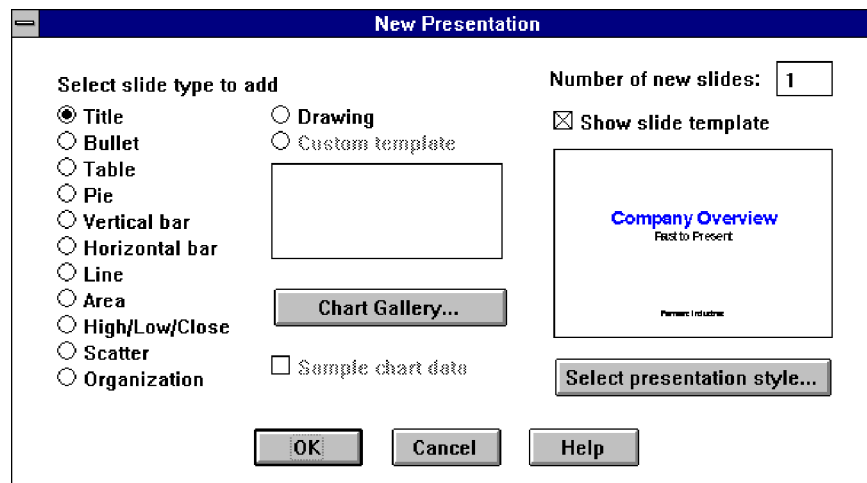
The *startup dialog box* appears in the middle of the window when you open the program. It provides buttons to create a new presentation and open an existing one.

Creating a Presentation

To create a new presentation:

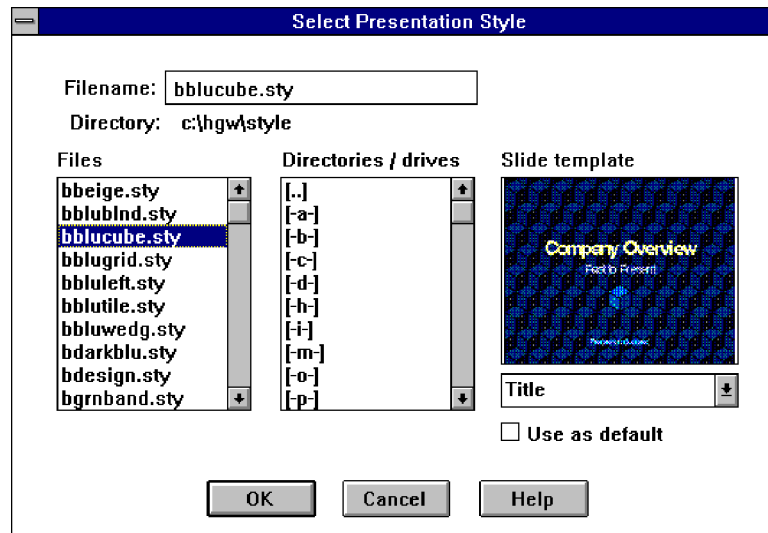
1. Click on the Create new presentation button from the startup dialog box, or choose New presentation from the File menu.

New Presentation
dialog box



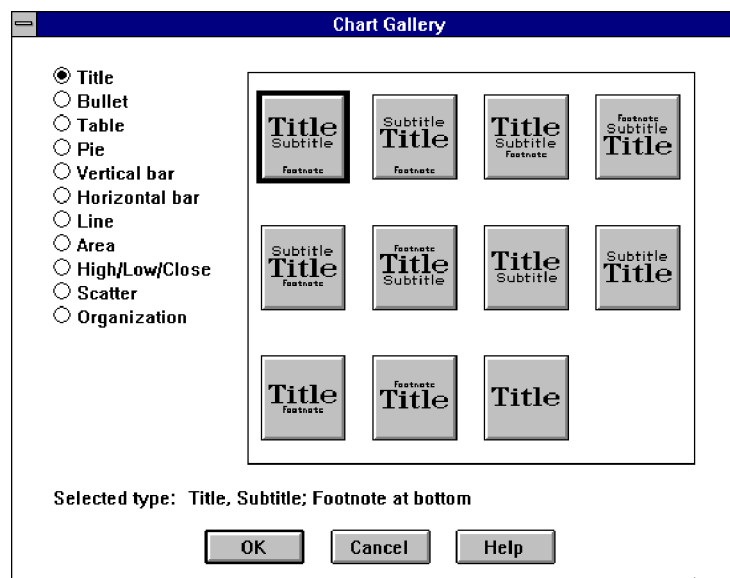
2. Click on a slide type option button.
3. In the Number of new slides text box, type the number of slides of this type that you want to add.
4. To change the presentation style, click on the Select a presentation style button.

Selected
Presentation Style
dialog box



5. Double-click on the file that contains the presentation style that you want. Or select the file, and click on the OK button.
6. To choose from a set of pre-defined charts, click on the Chart Gallery button.

Chart Gallery dialog
box



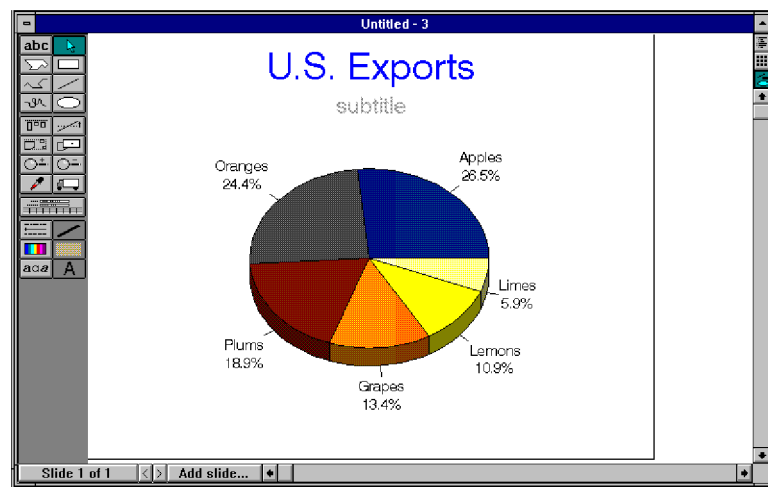
7. Click on a chart type option button.
8. Click on a chart style button.
9. Click on the OK button.

A Data Form window appears for the chart.

10. Fill in the Data Form.
11. When you have completed the Data Form, click on the OK button at the bottom left corner of the window.

Your presentation will appear in the Slide Editor window.

Slide Editor window

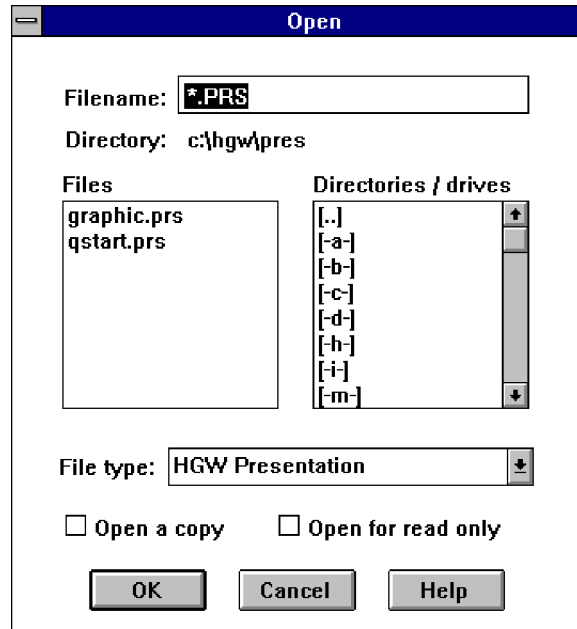


Opening a Presentation

To open an existing presentation:

1. Click on the Open presentation button from the startup dialog box, or choose Open from the File menu.

Open dialog box



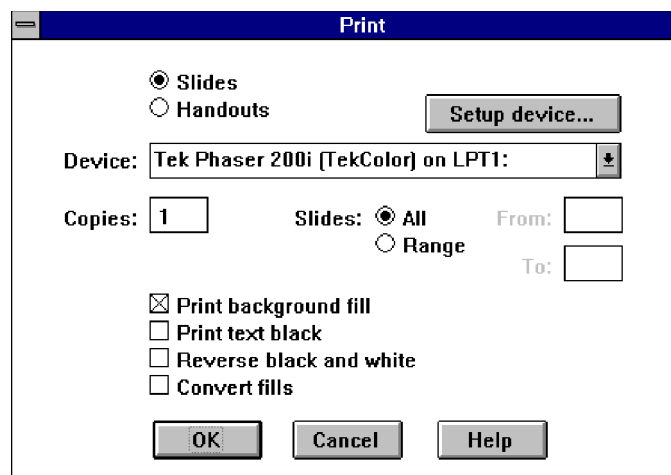
2. If necessary, select the the directories/drives where the file is located.
3. Double-click on the file that you want to open. Or select a file, and click on the OK button.

Printing a Presentation

To print a presentation:

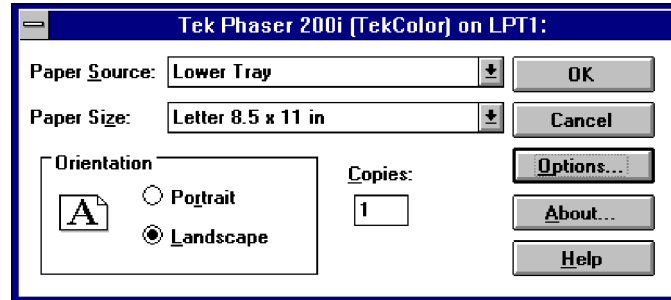
1. Choose Print from the File menu.

Print dialog box



2. Make sure the Slides option button is selected.
3. To change the paper and page settings, click on the Setup device button.

Setup device dialog
box



4. Make the appropriate changes to the paper source, paper size, and page orientation.
5. When all changes have been made, click on the OK button.
6. To change the current printer, select another printer from the Device drop-down list box.
7. Specify the number of copies to print.
8. Click on an option button:

Option	Action
All	Prints the entire presentation.
Range	Prints selected slides. If Range is selected, type the starting and ending slide numbers in the From and To text boxes.

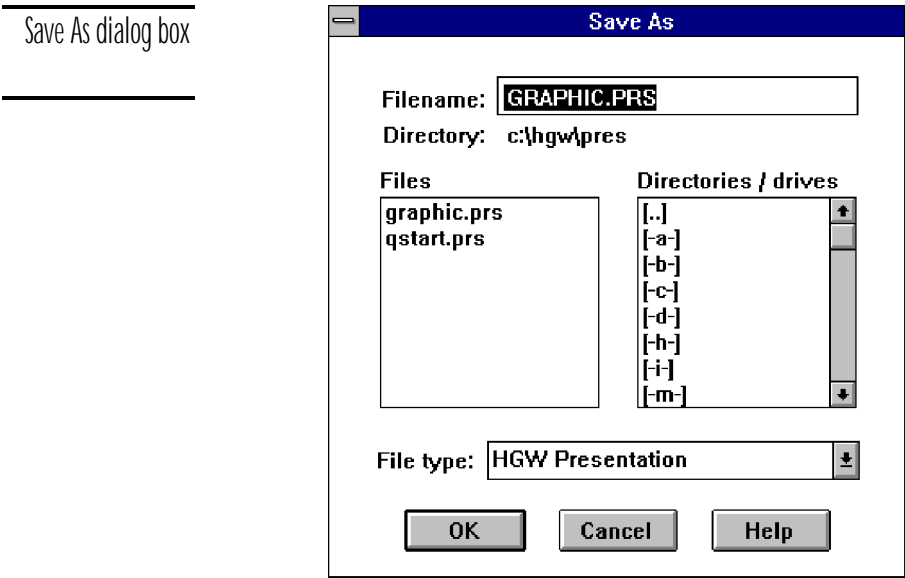
9. Click on one or more check boxes to specify how text, lines, and fills should be printed.
10. Click on the OK button.

Saving a presentation

It is recommended that you save your work frequently, in case of a power failure or other accident. Once a presentation has been saved, it can be retrieved and opened at a later time.

To save a presentation:

1. Choose Save As from the File menu.



2. If necessary, select the directories/drives where you want to save the presentation.
3. Type a new name in the Filename text box.
4. Click on the OK button.

Using the On-line Help

Harvard Graphics has an on-line Help feature that provides definitions, instructions on how to perform tasks, and other reference information.

There are several ways to access Help:

1. Choose a command from the Help menu:

Command	Description
Index	Displays an alphabetical list of all Help topics available in Harvard Graphics.
Active Window	Provides information about the items in the active window.

how	Keyboard	Provides keyboard equivalents to mouse actions.
	Tasks	Provides step-by-step instructions on to perform basic tasks.
	Using Help	Provides information about how to use Harvard Graphics Help.
	About Harvard Graphics	Displays information about Harvard Graphics, such as copyright and version.

-OR-

1. Press F1 on the keyboard to view information about the items in the active window.

-OR-

1. Click on the Help button in most dialog boxes to receive specific information about the items in the dialog boxes.

Exiting Harvard Graphics

Before exiting Harvard Graphics, be sure to save all files.

To exit Harvard Graphics:

1. Double-click on the Control-menu box, or choose Exit from the File menu.

Additional References

For additional instructions on how to use Harvard Graphics, obtain the following reference material from your ADP Coordinator:

- © *Using Harvard Graphics for Windows*, printed by SPC Software Publishing, is a handy reference book and user manual.
- © LearnKey, Inc. offers *Harvard Graphics* training videos for both beginners and advanced users.

